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25 YEAR RE-REVIEW

19 June 1952

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MEMORANDUM FOR: CHIEF, SUPPORT STAFF

SUBJECT : Weekly Activity Report

1. ITEMS OF ADMINISTRATIVE INTEREST

a. All revision of consultants' contracts has been completed.

25X1 b. PCS actions transferring the majority of personnel from D. C. [] have been prepared and the Payroll Section, Finance Division, has been notified to make proper deductions from [] personnel salaries who are using government quarters. 25X1

25X1 c. The transfer of personnel and Agency equipment [] has been completed as of 18 June 1952.

25X1 d. All travel processing for the transfer of FM Classes 7, 8, and 9 [] via Washington, D. C. has been completed.

e. Space in the R&S building for the Area Training Program of TR(G) has been obtained and equipped.

f. The procedure for the operation of Project [] has been agreed upon and memorandum to that effect has been signed by the Director of Training and will be disseminated by 20 June 1952. 25X1

g. Operational accounting systems for Project [] was discussed at several meetings between Budget Officer, OTR and representatives of the Commercial Division, and the Proprietary Accounts Branch. 25X1

h. Actions have been prepared and approval has been obtained from the Comptroller on the transfer of the Support Staff from unvouchered to vouchered funds. Classification will furnish PDC with the necessary information so that they may process the actions.

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[]
Administrative Officer, OTR

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